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*Col. Baird*  
*Training Liaison*

~~CONFIDENTIAL~~

11 October 1951

MEMORANDUM FOR: Training Liaison Officers

FROM : Director of Training

SUBJECT : Meeting with the Office of Training

1. The Office of Training will hold a meeting of the Training Liaison Officers at 1430 hours on 17 October 1951 in Room 117, Central Building.

2. The following items will constitute the agenda for subject meeting:

a. A brief presentation of the current problems in  
Unclassified Training Group A by Dr. [ ]  
and Mr. [ ], with an opportunity for discussion.

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b. A discussion of the proposed administrative course.

c. A discussion of the language requirements for basic  
intelligence trainees by Dr. [ ]

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d. A discussion of future plans for:

(1) Indoctrination courses

(2) Orientation courses

e. A survey of training activities presently being conducted  
in each office which are not part of the regularly scheduled  
program of the Office of Training.

3. Representatives of the Office of Training wish to exchange  
views with the Training Liaison Officers on the above subjects. It  
is therefore requested that the Training Liaison Officers discuss  
these subjects within their own offices in order that they may be  
fully prepared to reflect an office-wide opinion.

[ ]

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MATTHEW BAIRD

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